

City of Mt. Juliet - 2017 PLANNING COMMISSION SUBMITTAL CALENDAR

MONTH	PRE-APPLICATION MEETING	SUBMITTAL DEADLINE @ 4:00 P.M. *	OPEN TECH REVIEW 9am (CONSULTANT ATTENDANCE MANDATORY)	STAFF COMMENTS AVAILABLE	RESUBMITTAL DEADLINE @ 4:00 PM PRE-APP Request Deadline	TECH REVIEW 9AM	PACKAGES TO MEMBERS	PC MEETING @ 6:30 PM
JANUARY	12/6/2016	12/14/2016	*12/20/2016	*12/22/2016	12/29/2016	1/10/2017	1/13/2017	1/19/2017
FEBRUARY	1/10/2017	1/18/2017	1/24/2017	1/26/2017	2/2/2017	2/7/2017	2/10/2017	2/16/2017
MARCH	2/7/2017	2/15/2017	2/21/2017	2/23/2017	3/2/2017	3/7/2017	3/10/2017	3/16/2017
APRIL	3/7/2017	3/15/2017	3/21/2017	3/23/2017	3/30/2017	4/4/2017	4/14/2017	4/20/2017
MAY	4/11/2017	4/19/2017	4/25/2017	4/27/2017	5/4/2017	5/9/2017	5/12/2017	5/18/2017
JUNE	5/9/2017	5/17/2017	5/23/2017	5/25/2017	6/1/2017	6/6/2017	6/9/2017	6/15/2017
JULY	6/6/2017	6/14/2017	6/20/2017	6/22/2017	6/29/2017	7/5/2017	7/14/2017	7/20/2017
AUGUST	7/11/2017	7/19/2017	7/25/2017	7/27/2017	8/3/2017	8/8/2017	8/11/2017	8/17/2017
SEPTEMBER	8/8/2017	8/16/2017	8/22/2017	8/24/2017	8/31/2017	9/5/2017	9/15/2017	9/21/2017
OCTOBER	9/12/2017	9/20/2017	9/26/2017	9/28/2017	10/5/2017	10/10/2017	10/13/2017	10/19/2017
NOVEMBER	10/10/2017	10/18/2017	10/24/2017	10/26/2017	11/2/2017	11/7/2017	*11/9/2017	11/16/2017
DECEMBER	11/7/2017	11/15/2017	11/21/2017	*11/22/2017	11/30/2017	12/5/2017	12/15/2017	12/21/2017
JANUARY (2018)	12/12/2017	12/20/2017	12/26/2017	12/28/2017	1/4/2018	1/9/2018	1/12/2018	1/18/2018

ALL SUBMISSIONS must include a Digital file (CD/Flash Drive) with files saved in PDF format by each individual page.

Pre-Application Meetings: May be required for submittals to be heard by the Planning Commission. Pre-app meetings are held prior to the monthly Tech Review Meeting. Please contact the Planning & Zoning office at (615) 773-6283 to be placed on the pre-app agenda. A minimum of three full and three half size plans shall be provided at the Pre application meetings. Requests must be made a minimum of one week prior to the Planning Commission Submittal Deadline. The following submittals ARE NOT required to attend the Pre-application meeting: Annexation, Final Master Development Plan, Final Plat, Land Use Amendment & Rezone. However, a meeting with the Planning and Zoning Staff may be required prior to submittal. Staff reserves the right to modify these requirements on a case by case basis.

Submittal information -All submissions must include a completed application form, a completed checklist, all associated fees, letters of availability and Nine (9) full size FOLDED copies and two (2) half size copies of the required site drawings with a digital file, with all pages saved individually, by 4:00 pm on the published submittal deadline. All submittals shall fully address comments received from Staff during the Pre-Application meeting. Incomplete submittals will be deferred to the following months meeting to allow the consultant sufficient time to submit a complete package. **Add fourteen (14) days to the timeline, for submittal of a Land Use Map Amendment.

Resubmittal Information - Resubmittal documents submitted to the Planning and Zoning office in response to staff review comments must be turned into Development Services by 4:00 p.m. on the published Resubmittal Deadline. Resubmittals must include the following information in order to be considered complete; a) **nineteen (19) 11x17 and nine (9) full size corrected, FOLDED copies** of the resubmittal documents (plan changes should be "clouded"), b) any supporting information, c) a detailed response letter that incorporates all departmental review comments and the response or action taken on each item (attached to each full sized plan which should be 9 copies), d) and a corrected digital file (CD) unless otherwise specified in the review comments. **Failure to provide the above will be considered an incomplete submittals and will not be accepted. At that point the project will be deferred until the following month. If you have any questions, please contact the Planning and Zoning Division at 615-773-6282.**

Open Tech Review - Attendance via conference call or in person by the consultant of record is mandatory at Open Tech Review. Failure to attend this meeting will result in a one meeting deferral to allow the consultant sufficient time to address staff comments.

*****PLEASE DENOTE THE DATE CHANGE DUE TO THE HOLIDAY SCHEDULE.**